

## **OBTAINING A DUN & BRADSTREET (DUNS) NUMBER**

### **Telephone # in Belgium:**

0032-24818300 Customer Service

### **Email address:**

customerservicebl@dnb.com

### **I am a project director. How do I find out my institution's DUNS number?**

One should ask his or her institution's grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.

### **What happens if my institution does not have a DUNS number?**

The chief financial officer or authorizing official of your institution will need to register for a DUNS number. The project director should NOT apply for a number.

There are **two** ways to obtain a DUNS number:

**1.** Your institution can use the numbers listed above. The process will take about ten minutes and your institution will receive a DUNS number within a few business days. When you call, tell them that you are applying to a federal grant program and need to register for a DUNS number. You will be asked to provide the following information:

- . Name of institution
- . Address
- . Telephone number
- . Name of the head of the institution (CEO, president, director, etc.)
- . Type of institution (university, college, library, museum, historical society, etc.)
- . Total number of employees (full- and part-time)

**2.** Your institution can also register for a DUNS number via Dun & Bradstreet's website at <https://eupdate.dnb.com/requestoptions.html>. Choose the "DUNS number only" option. Please note that registration via the website may take up to thirty business days to complete.

**Is there a fee for registering for a DUNS number?**

No. D&B should not charge you a fee. You are also not obligated to purchase any of their products.